



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-CG

01 MAR 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #55-02, Off-duty Employment

1. REFERENCES.

- a. DOD 5500.7R, Joint Ethics Regulation, Paragraph 3-306e.
- b. AR 600-20, Command Policies and Procedures, 15 July 1999, Paragraph 4-12c.

2. PURPOSE. To establish policy and procedures for approving the off-duty employment of Army military personnel assigned to Fort Leonard Wood.

3. GENERAL. The off-duty employment of military personnel poses readiness, security and productivity problems. This memorandum establishes a uniform policy for commanders to use in dealing with those issues. Appropriate off-duty employment is allowed, but subject to military duties, which always takes precedence. Soldiers may not work in second jobs that detract from the efficiency, dignity and professionalism necessary to meet their primary duty to the Army and Nation. Off-duty employment can raise conflict of interest situations and burden the ability to perform intensive assignments, such as drill sergeant duty. Security may be affected through conflicts of interest, off-duty workplace problems or fatigue imposed by lack of rest. Commanders, therefore, have a legitimate need to know and exercise approval authority over these arrangements on a case-by-case basis.

4. POLICY/PROCEDURES.

a. Brigade commanders are hereby delegated the authority to approve or disapprove the off-duty employment of Army military personnel under their command, consistent with policy considerations discussed above or closely-related issues. A commander should grant permission only where he or she is satisfied that none of the general policy concerns exist. Commanders should revoke any permission already granted when it becomes evident that such impacts exist after all. For due process reasons, an affected Soldier should be afforded a chance to respond before such a revocation becomes final in non-emergency circumstances.

b. Army military personnel assigned to Fort Leonard Wood will obtain advance written approval for off-duty employment from their brigade commander, which may be in the form of a memorandum for record signed by the appropriate authority.



c. Non-Army military personnel will conform to their own service practices.

d. Military personnel of the Army Medical Department governed by the off-duty employment rules of DODD 6025.7 or MEDCOM Reg 600-3 will conform to those limitations and procedures, and those cases are not covered by this policy.

e. "Off-duty employment" includes self-employment and business ownership as well as employment for wage, salary or commission.

f. Grace Period: Individuals who must obtain approval for off-duty employment under this policy, but who already have outside employment, have thirty days from the date of this publication to obtain the required approval. Any individuals who transfer in, or otherwise become subject to it later, and have existing outside employment at that time, will have thirty days from reporting in to obtain the required approval.

5. PROPONENCY. The proponent for this policy is the Staff Judge Advocate, 596-0626.

A handwritten signature in black ink, appearing to read 'A. Aadland', is written over a large, hand-drawn oval. The signature is fluid and cursive.

ANDERS B. AADLAND
Major General, USA
Commanding

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